

How to create Organisation Groups

An Organisation Group is a group created by an Organisation Administrator. It is a group consisting of Educator(s) and Learners and it establishes the relationship between the two.

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:

2. Click on the Groups tab and 'Create new Organisation group':

3. Complete the 'Group Name' field (this is mandatory) and add a description if desired. When naming groups, you may find it helpful to adopt a particular naming schema, or a naming strategy may have been implemented for your organisation. Naming by subject, intake and/or Tutor helps when identifying groups from across the whole organisation in the future.

Click 'Save Group' to complete the creation of the group and add Learners another time, otherwise Learners can be added immediately by clicking on the **'Add more Learners'** link:

4. Select the relevant Learners and click 'Save Group':

The screenshot shows the 'Add more Learners' interface for the 'Youth Apprenticeship' group. At the top, there is a navigation bar with 'Home', 'Assessments', 'Learners', 'Educators', 'Groups', and 'Administration'. The main heading is 'Add more Learners'. Below this, the group name 'Youth Apprenticeship' is displayed, along with a search bar for learners. The page indicates '1 - 20 of 63 Learners' and a 'View Learners in:' dropdown menu set to 'All Learners'. A 'Cancel' link is on the left, and a 'Save Group' button is highlighted with a red box on the right. Below the navigation, there are tabs for 'All Learners (63)' and 'Selected (16)'. A 'Remove selected' button is on the left, and a 'Select:' dropdown menu is on the right, showing options for 'Everyone', 'All on Page', and 'None'. The main content area is a table of learners with checkboxes and 'View Details' links. The selected learners are: Andrews, Julie; Ball, Emma; Benfield, Andrea; and Chapman, Melissa. Unselected learners are Biczó, Abby and Bolton, Michelle.

5. The new Youth Apprenticeship Organisational Group has now been created. Educators and extra Learners may be added immediately by clicking the 'Add more' links, or at a later date:

The screenshot shows the 'Organisation Group' page for 'Youth Apprenticeship'. At the top, there is a navigation bar with 'Home', 'Assessments', 'Learners', 'Educators', 'Groups', and 'Administration'. The main heading is 'Organisation Group'. Below this, there is a success message: 'The Group 'Youth Apprenticeship' has been successfully created.' The page shows 'Youth Apprenticeship - Learners' with a search bar and '1 - 16 of 16 Learners'. On the right, there is a 'Group Details' section with 'Group Members' information: 'Assigned Learners: 16 Learner(s)' with an 'Add more Learners' link, and 'Assigned Educators: 0 Educator(s)' with an 'Add more Educators' link.